

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 10

April 29, 2013

SUBJECT: ON-CALL STATUS AND OFF-DUTY EMPLOYEE'S
RESPONSIBILITIES - REVISED

PURPOSE: This Order clarifies the responsibilities of an off-duty employee who is on-call for court.

PROCEDURE: Attached is the revised Department Manual Section 3/212.20, *On-Call Status and Off-Duty Employee's Responsibilities*, with revisions in italics. An employee who is off-duty and is on-call for court is not required to notify the day-watch watch commander that he/she is on call.

AMENDMENT: This Order amends Section 3/212.20 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, will review this directive and determine whether an audit or inspection will be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachment

DISTRIBUTION "D"

DEPARTMENT MANUAL
VOLUME III
Revised by Special Order No. 10, 2013

212.20 ON CALL STATUS AND OFF - DUTY EMPLOYEE'S RESPONSIBILITIES.

An employee *must* report to court or remain on-call, as directed by the subpoena. When a subpoena includes a statement that the concerned employee has been placed "on-call," the off-duty employee *must* not report to the designated court, unless directed to do so by the concerned court liaison personnel, *Area/division subpoena control officer, designated supervisor* or the assigned prosecuting attorney. An off-duty employee *who is on call for court must:*

- Ensure that the Area/division subpoena control officer has a valid telephone number where the employee can be reached;
- Be available to appear in court within one hour after receiving notification to report to the concerned court; *and,*
- *Remain on-call until 1600 hours that day, unless notified earlier of the termination of the employee's on-call status.*